Learn how to manually block a patron.

- Patrons are blocked either automatically or manually:
  - Automatic block: The patron has exceeded the fine limit, checked out too many items, etc. Automatic blocks are controlled by your institution's [circulation policies](https://help.oclc.org/Library_Management/WorldShare_Circulation/Patron_management/Block_a_patron).
    - Note: If the patron has been automatically blocked, the patron record will not include a checkmark next to the **Blocked** checkbox.
  - Manual block: The library has blocked the patron account in the patron record.
  - See [Account roles, overrides](https://help.oclc.org/Library_Management/WorldShare_Circulation/Patron_management/Block_a_patron) for information about the Circulation roles that can override and proceed if a patron is blocked for circulation.
    - If a patron account has expired, update the **Expiration Date** in the patron's profile. Overrides to allow circulation activity are not available for expired accounts. See [Patron record details, Profile](https://help.oclc.org/Library_Management/WorldShare_Circulation/Patron_management/Block_a_patron) for more information.
    - Periodic overdue bills will continue to accrue if the user is suspended, blocked, or expired.

**Manually block a patron**

To manually block a user from using circulation services:

1. In the **WorldShare Admin** module, search for the patron to block. Click on the name of the patron to open the Patron record.
   OR
   From the **Circulation** module, search for the patron to block. Click on the name of the patron and then select the **Profile** tab.
2. Under the **Basic User Data** accordion, click **Edit** (on the far right).
3. Select the **Blocked** check box.
4. Click **Save**.
5. On the confirmation window, click **OK**.

Note: Optionally, add a note to indicate the reason for blocking the patron. See [Patron notes](https://help.oclc.org/Library_Management/WorldShare_Circulation/Patron_management/Block_a_patron) for more information.

When the user has been manually blocked, a message appears at the top of their My Account screen indicating they are blocked from performing checkouts and holds.
Contact library. Your account is blocked from performing checkouts and holds.